

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1764

TITLE: STOCK CLERK

GRADE: S-08

DEFINITION:

Under supervision, to do simple clerical and storekeeping work in the receiving and issuing of supplies, tools and equipment; and to do related work as required.

TYPICAL TASKS:

Opens and cleans office and storage area;
Issues supplies, tools and equipment;
Places stock received in proper storage areas;
Maintains records of stock received and issued;
Takes physical inventory of stock on hand;
Reports shortages;
Unpacks, sorts, and checks supplies against purchase orders to insure that correct quantity and quality of items has been received;
May drive a light truck.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of storeroom and inventory practices;
Accuracy in maintaining records;
Ability to drive light vehicles;
Ability to get along well with others;
Ability to prepare simple reports.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to completion of the eighth grade and one year of experience in stockroom or general clerical work.

08230